

Republic of the Philippines
DEPARTMENT OF EDUCATION
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website:

Electronic copy of this document, if the CSC, PO must be in
DATE: OCT 11 2024
MARCHELLE R. OLIVE
Address: (CSC) AP
Date: October 11, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plumline Item No.	Salary Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER IV	OSEC-DECSB-A00F 4-30002-2004	15	38,413.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONALLY SECOND LEVEL ELIGIBILITY		BATO RURAL DEVELOPMENT HIGH SCHOOL
2	ADMINISTRATIVE OFFICER IV	OSEC-DECSB-A0064-30014-2014	15	38,413.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONALLY SECOND LEVEL ELIGIBILITY		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
3	ADMINISTRATIVE OFFICER II	OSEC-DECSB-A00F2-30078-2021	11	28,512.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONALLY SECOND LEVEL ELIGIBILITY		DIVISION OF CATAQUANES (ELEMENTARY)
4	ADMINISTRATIVE OFFICER II	OSEC-DECSB-A00F2-30073-2021	11	28,512.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONALLY SECOND LEVEL ELIGIBILITY		DIVISION OF CATAQUANES (ELEMENTARY)
5	ADMINISTRATIVE OFFICER II	OSEC-DECSB-A00F2-30019-2018	11	28,512.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONALLY SECOND LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
6	ADMINISTRATIVE OFFICER I	OSEC-DECSB-A00F 1-30003-2004	10	24,381.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONALLY SECOND LEVEL ELIGIBILITY		PANDAN SCHOOL OF ARTS AND TRADES
7	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA83-30010-2018	8	22,219.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
8	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA82-300219-2018	8	20,534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
9	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA82-300224-2018	8	20,534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
10	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA82-300231-2018	8	20,534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
11	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA82-300210-2018	8	20,534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
12	ADMINISTRATIVE ASSISTANT II	OSEC-DECSB-ADA82-300198-2018	8	20,534.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		SENIOR HIGH SCHOOL
13	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA8-300011-2014	8	18,298.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL) FIRST LEVEL ELIGIBILITY		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

14	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390069-2004	6	18,255.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
15	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390067-2004	6	18,255.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
16	ADMINISTRATIVE AIDE VI	OSEC-DECSB-ADA6-390074-2004	6	18,255.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	SAN ANDRES VOCATIONAL SCHOOL
17	ADMINISTRATIVE AIDE IV	OSEC-DECSB-ADA4-390174-2004	4	16,209.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	CALATAGAN HIGH SCHOOL
18	ADMINISTRATIVE AIDE III	OSEC-DECSB-ADA3-390083-2004	3	15,265.00	COMPLETION OF TWO-YEAR STUDIES IN COLLEGE OR HIGH SCHOOL GRADUATE WITH RELEVANT VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE (SUB-PROFESSIONAL)/FIRST LEVEL ELIGIBILITY	BARAS RURAL DEVELOPMENT HIGH SCHOOL

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 21, 2024.

1. Letter of Intent addressed to the Head of Office
2. Duly accomplished Personal Data Sheet (CS Form 212, Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), you may download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
3. Photocopy of valid and updated PRC License/ID, if applicable;
4. Photocopy of Certificate of Eligibility/Rating, if applicable;
5. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
6. Photocopy of Certificate/s of Training, if applicable;
7. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
8. Photocopy of latest appointment, if applicable;
9. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current or previous job or position relevant to the position to be filled;
10. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), you may download the form at bit.ly/Annex_C
11. Other documents but not limited to (Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning & Development reckoned from the date of last issuance of appointment.
12. For more details, please contact (052)8114063 or email us thru personnelsection.ctd@deped.gov.ph

This agency upholds Equal Employment Opportunity Principle: "that this shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal opportunity. "

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

MARICHELLE B. LLAVE
 Administrative Officer IV
 DepEd - SDO Catanduanes, San Roque, Virac, Catanduanes
personnelsection.ctd@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.